



**COMMISSION ON CORRECTIONAL PEACE OFFICER
STANDARDS AND TRAINING**

APPROVED

**Curriculum Review Committee Meeting
Wednesday, February 19, 2003
CPOST Headquarters**

In Attendance:

Lt. Pietro DeSantis II, Committee Chairperson	Ms. Lillian Hill, CDC Headquarters
Dr. Paul Bestolarides, Committee Member	Mr. Mike Jaime, ODT
Ms. Mary McElhannon, Committee Member	Mr. Leo Wafford, ODT
Ms. Shirley Hanes, P&CSD	Mr. Carlos Sanchez, CDC
Ms. Monique Ford, CPOST (Recorder)	Dr. Robert Main, CDC
Ms. Paula French, CPOST	Mr. Mark Bolden, CDC
Ms. Linda Mobery, CDC Parole	Mr. Dan Elledge, CDC
Mr. Rick Winistorfer, CDC Parole	Ms. Sue Facciola, CDC
Ms. Sherry West, ODT	Mr. Jim Anderson, CDC
Ms. Mary Wakefield, YATC	Mr. Mark Cook, CDC

Committee Member(s) Absent:

Mr. Doug Peterson, Committee Member

I. Introductions

The Curriculum Review Committee meeting was held on Wednesday, February 19, 2003 at CPOST Headquarters, 3161 Dwight Road, Elk Grove, CA. The Committee Chairperson, Lt. DeSantis, and recorder, Monique Ford, were present. A quorum being present, the meeting was called to order at 9:20 a.m. Introductions followed.

II. Draft Minutes From Previous Meeting

Lt. DeSantis called for corrections to the minutes from the December 15, 2003 Curriculum Meeting. Lt. DeSantis moved that the minutes be approved as written, and the motion was seconded. A vote was taken; the motion carried.

III. Lesson Plan Reviews

CYA - Basic Academy

❖ Group Dynamic

Lt. DeSantis moved to recommend Full Approval; motion was seconded. A vote was taken and the motion passed.

❖ **Cultural Awareness**

Lt. DeSantis moved to recommend Full Approval; motion was seconded. A vote was taken and the motion passed.

CDC – Lieutenants Academy

❖ **Alarm Response for Lieutenants**

Lt. DeSantis moved to recommend Full Approval; motion was seconded. A vote was taken and the motion passed.

CDC – Sergeants Academy

❖ **Alarm Response for Sergeants**

Lt. DeSantis moved to recommend Full Approval; motion was seconded. A vote was taken and the motion passed.

❖ **Crime Scene Management**

This lesson plan was tabled for Special meeting date March 7, 2003.

❖ **Reviewing and Responding To Inmate Appeals**

This lesson plan was tabled for Special meeting date March 7, 2003.

CDC – Supervisory

❖ **Supervisor's Role As Trainer**

Lt. DeSantis moved to recommend Full Approval; motion was seconded. A vote was taken and the motion passed.

❖ **Effective Writing For Supervisors**

Lt. DeSantis moved to recommend Full Approval; motion was seconded. A vote was taken and the motion passed.

❖ **Chemical Agents/Alarm Response/Impact Munitions for Supervisors**

This document plan was withdrawn and will be resubmitted with a cover letter to identify which lesson plans it will be attached to.

CDC - IST

❖ **The Seven Habits Of Highly Effective People**

This lesson plan was withdrawn.

❖ **Stress Reduction**

This lesson plan was withdrawn.

❖ **Custody Sign-In/Out Procedures**

Lt. DeSantis moved to recommend Full Approval; motion was seconded. A vote was taken and the motion passed.

❖ **Inmate Classification Score System**

This lesson plan was tabled for Special meeting date March 7, 2003.

❖ **Alarm Response for Supervisors**

Lt. DeSantis moved to recommend Full Approval; motion was seconded. A vote was taken and the motion passed.

BCOA

❖ **Staff Rights, Responsibilities, and Expectations**

This lesson plan was tabled for Special meeting date March 7, 2003.

❖ **Emergency Operations Plan/Alarm Response for Basic Correctional Officer Academy**

This lesson plan was tabled for Special meeting date March 7, 2003.

❖ **Firearm Familiarization**

This lesson plan was tabled for Special meeting date March 7, 2003.

CDC – Parole Agent Academy

❖ **United States Immigration & Naturalization Service Procedures**

Lt. DeSantis moved to recommend Full Approval; motion was seconded. A vote was taken and the motion passed.

❖ **Revocation Scheduling and Tracking System**

Lt. DeSantis moved to recommend Full Approval; motion was seconded. A vote was taken and the motion passed.

❖ **Exclusionary Rule**

Lt. DeSantis moved to recommend Full Approval; motion was seconded. A vote was taken and the motion passed.

IV. Corrected Copies

CYA – Supervisors Training

Lt. DeSantis moved to recommend Full Approval for the following lesson plans; motion was seconded. A vote was taken and the motion passed.

- ❖ **Personnel Practices**
- ❖ **Analyzing Your Strengths**
- ❖ **Planning & Organizational Skills**
- ❖ **Management of Stress**

CYA Basic Academy

Lt. DeSantis moved to recommend Full Approval for the following lesson plans; motion was seconded. A vote was taken and the motion passed.

- ❖ **Written Communication: Module II – Reporting Writing**
- ❖ **Legal**
- ❖ **Treatment Modalities: Module III**
- ❖ **Special Treatments Needs**

BCOA

The following lesson plans were tabled until the next meeting date March 12, 2003.

- ❖ **Cultural Diversity**
- ❖ **Inmate Appeals**
- ❖ **Supervision of Inmates III**
- ❖ **Inmate Work Training Incentive Program**
- ❖ **Application of Restraint Gear**
- ❖ **Body, Cell, Area and Grid Search**
- ❖ **Supervision of Inmates I**
- ❖ **Use of Force**
- ❖ **Drug Awareness**
- ❖ **Ethics**
- ❖ **Mental Health Services Delivery System**
- ❖ **Firearms Familiarization**

CDC – Parole Agent Academy

Lt. DeSantis moved to recommend Full Approval for the following lesson plans; motion was seconded. A vote was taken and the motion passed.

- ❖ **Discretionary Decision Making**
- ❖ **Information Management**
- ❖ **Civil Addict Program**
- ❖ **Firearms Policy**
- ❖ **Domestic Violence**
- ❖ **Sexual Harassment Prevention**

- ❖ Mental Health Services
- ❖ Stalking
- ❖ Identification, Manufacturing, Distribution, and Packaging of Major Drugs of Abuse
- ❖ Anti-Narcotic Testing Procedures
- ❖ California Legislative Process and Update
- ❖ Laws of Arrest
- ❖ Ethics and Professionalism
- ❖ BPT: Overview of parole Report Preparations and Procedures
- ❖ Prison/Street Gang Overview and Supervision
- ❖ Courtroom Demeanor
- ❖ Armstrong v. Davis: Board of Prison Terms Injunction
- ❖ Sexually Violent Predator Laws and Policy
- ❖ California Interstate and Extradition: Policy and Procedures

The following lesson plans were withdrawn.

- ❖ Chemical Agents
- ❖ Stress Management
- ❖ Range Orientation
- ❖ Parolee Outpatient Clinic
- ❖ Laws of Search
- ❖ Workload Management
- ❖ Overview of Developmental Disabilities (Clark)

V. Other Business

Lt. DeSantis presented the following issues to the committee: Instructional Outlines and Course Review Outlines. An open discussion then proceeded.

VI. Adjournment

There being no further business or discussion, the meeting was adjourned at 12:15 pm.

Monique Ford
Student Assistant, CPOST
Recorder